

**DEPARTMENT OF WORKFORCE DEVELOPMENT
INDIANA COMMISSION ON VOCATIONAL AND TECHNICAL EDUCATION**

DWD/ICVTE ENROLLMENT AND COMPLETION STATUS INSTRUCTIONS AND DEFINITIONS

The new Indiana Technical Education Student Reporting System (IN TERS) is the method to be used for the collection of fall enrollments in your vocational and technical education programs. All enrollments for your school corporation will be reported to DWD/ICVTE through your area vocational director.

The DWD/ICVET Student Enrollment and Completion Form may be used by your schools for their and your own use to record the student enrollments for each of your career-technical education programs by 6-digit CIP code, credit hours, and instructor.

Secondary enrollments for students enrolled in career-technical education programs are to be reported as of **official count day, Friday, September 14, 2007**. This includes item numbers 1 – 30 below.

Adult noncredit career-technical program enrollments are due to your area vocational director at the close of each program. Adult noncredit career-technical program enrollments for 2007-2008 must be reported to DWD/ICVTE by mid to late July of 2008.

INSTRUCTIONS (SEE ATTACHED SAMPLE)

- 1. CONDUCTING SCHOOL #:** Enter your 4-digit school number. This is the code number of the school where the students are taking (enrolled in) a career-technical education program. This school number appears at the top of your “*Secondary (PIMAILOOS) and Adult Noncredit (PIMAILOOA) Inventory Report.*”
- 2. LOCAL PROGRAM/COURSE TITLE:** Enter the local program/course title for the program being reported.
- 3. CO-OP:** This is a Check Box. Click one time if it is a Co-op, leave blank if it is not.
- 4. CIP CODE:** Enter the 6-digit Classification of Instructional Program (CIP) Code. Only CIP’s listed on the “*Secondary Instructional Program Codes and Titles-State Approved CIP Code List*” will be accepted. If the class is a co-op, enter the co-op objective (or nearest possible CIP Code) here.
- 5. CREDIT HOURS:** Enter a number (1 to 4) to designate the average daily hours for the program.
- 6. INSTRUCTOR’S NAME:** Enter the instructor’s name.
- 7. INSTRUCTOR’S SSN:** Enter the instructor’s social security number.

- 8. CERT #:** Enter the instructor's certificate number (if applicable.) This is the instructor's teacher license number.
- 9. INSTRUCTOR'S GENDER:** Enter the sex of the instructor as **M** for Male or **F** for Female.
- 10. RACE/ETHNIC:** From the Race/Ethnic Group box on the back of the form, enter the correct number, which will identify the instructor's race/ethnic group. The race/ethnic groups and their identifier numbers are included on the form as follows:

American Indian/Alaskan Native	1
African American – Not Hispanic	2
Asian	3
Hispanic	4
White – Not Hispanic	5
Multi-Race	6
Hawaiian	7

- 11. ADULT ONLY:** Enter the term "Adult" if this instructor is teaching only adult programs.
- 12. STUDENT'S SSN:** Enter the student's social security number. If you are unable to obtain the number from the student, please leave blank. Please set up the INTERS system to assign unique identifiers for students without social security numbers.

Collection of each student's social security number is being requested in order to gather better information for planning and follow-up in accordance with state law (IC 20-1-1) and federal law (PL 105-332.) Students may request that a previously given social security number be removed from existing records. **(Information gathered via SSN will only be reported in aggregate.)**

*If DWD/ICVTE does not receive social security numbers for students in career-technical programs, of two (2) credit hours or more or those in a PLTW program, a local follow-up of these students is required.

- 13. STUDENT'S NAME:** Enter the last name, first name, and middle initial of each student enrolled in the CIP code designated program identified at the top of the form in the appropriate columns.
- 14. STUDENT'S GENDER:** Enter the sex of each student as **M** for Male and **F** for Female.
- 15. RACE/ETHNIC:** Enter each student's race/ethnic group as a number from 1 to 6, using the legend on the back of the form or the race/ethnic group code numbers referred to in Item 13.
- 16. GRADE LEVEL CODE:** Enter student's grade level code using the Grade Level Code box on the back of the enrollment form. The grade levels and their corresponding codes are as follows.

Secondary:

Grade Eight

1

	Grade Nine	2
	Grade Ten	3
	Grade Eleven	4
	Grade Twelve	5
Adult:	Long or Short Term	6
	Apprenticeship	7

Do not enter secondary code number 2-4 for adult enrollments. Designate adult students in secondary programs with a code of 5.

- 17. SENDING SCHOOL:** Enter the four digit school number for each student received from another school that attends your career-technical program. **Do not use this column for students that belong to your corporation – not career center , even for adults.**
- 18. SPEC CONS (Special Consideration):** If applicable, enter the student’s special consideration using the codes on the back of the form in the box labeled “**Special Considerations**” (**Choose Only One**). The identifier numbers for each special consideration are listed in this box and complete definitions are included in these instructions. This column is **extremely** important in identifying the special populations which are being served in career-technical education programs. The information is used in monitoring plans for Perkins dollars.
- 19. DIS ADV (Disadvantaged Code):** If *Special Consideration* is “50”, enter a disadvantaged code of 01 through 10 (only one) as defined on the back of the enrollment form. If the type of disadvantage is known, select one of the codes from 01 through 07, otherwise enter 08, 09, or 10 as appropriate
- 20. SINGLE PARENT/DISPLACED HOMEMAKER:** Enter an **S** for Single Parent, **H** for Displaced Homemaker, or **B** for Both, if any of your enrollees meet the following descriptions for being a Single Parent and/or Displaced Homemaker.

S (Single Parent): An individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.

H (Displaced Homemaker): An individual who is an adult and has worked as an adult primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills.

B (Both): An individual who meets both the Single Parent and Displaced Homemaker definitions.
- 21. 2 + 2:** Enter a check mark (✓) if the individual is a Tech Prep/Career Majors student.

- 22. STUDENT TEST NUMBER (STN):** Enter the 9-digit STN number that was assigned to the student by the home school. *This is a required field; the State can use this number to obtain ISTEP scores from the Department of Education.
- 23. PROJECT LEAD THE WAY (PLTW):** Mark this field “Yes” if the student is PLTW.
- 24. NOT A STATE APPROVED VOCATIONAL PROGRAM (Tech Prep only):** Mark the field with an “N” for non-vocational education if the program on the form is not a State approved vocational program at the school. If the class is on your secondary vocational inventory, leave this field blank or “V”. This is for only Tech Prep classes, and if the class is not State approved vocational.
- 25. NATIONAL ACADEMY OF FINANCE (NAF):** Mark this field “Yes” if the student is a NAF student.
- 26. OCC SKILL (Occupational Skill Mastery):** This column will be used to collect a “Y” or “N” and will be used to answer the question, “Did the student meet the competency requirements of the program?” The answer to this question will be tied to the competency method selected by the State.
- 27. APPRENTICESHIP (ADULTS ONLY):** Enter a check mark (✓) if the individual is participating in an apprenticeship program.
- 28. CONCENTRATORS:** See the concentrator definition supplied by DWD.
- 29. DUAL CREDITS EARNED:** Enter the number of dual credits earned.
- 30. DUAL CREDITS TRANSCRIPTED:** Enter the number of dual credits transcribed.